

**KENTUCKY RETIREMENT SYSTEMS
CLASS SPECIFICATION**

CLASS TITLE: ACCOUNTING SUPERVISOR	
DATE CLASS ESTABLISHED: 12/01/2002	DATE OF LAST REVISION: 09/01/2007
SELECTION METHOD: 100% QUAL	SALARY: (MIN-MID) \$3,956 - \$4,944 GRADE: Q

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: Graduate of a college or university with a bachelor's degree in accounting, business management, finance or an investment related field.

EXPERIENCE: Five years of experience as a staff accountant preparing accounting adjustments, maintaining accounting reports and statements or auditing internal controls or financial statements.

SUBSTITUTION FOR MINIMUM REQUIREMENTS

EDUCATION: Accounting, bookkeeping or auditing experience will substitute for the required education on a year for year basis. Completion of any college classes toward specified declared major will be credited toward requirements.

EXPERIENCE: A master's degree in accounting, management, business administration or finance will substitute for one year of experience.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.)
None

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Under the guidance of the accounting director, performs all required accounting duties to maintain financial records including general ledger and member account updates; insures compliance within a branch of the Division of Accounting with all applicable state and federal laws and regulations; insures compliance with Generally Accepted Accounting Principles; and performs other duties as required.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION. THE USE OF AN INDIVIDUAL EXPRESSION OR ILLUSTRATION AS TO DUTIES OR RESPONSIBILITIES SHALL NOT BE REGARDED AS EXCLUDING ASSIGNMENT OF OTHERS NOT MENTIONED WHICH ARE OF SIMILAR KIND OR QUALITY.

Supervises other employees within a branch of the Division of Accounting and oversees the reconciliation, processing, posting, updating and correcting of all financial records and transactions. Insures employee and employee contributions are collected in a timely manor and made available for investment. Develops and implements internal controls to detect errors or fraud. Maintains and updates all accounting division procedures. Assists external auditors when completing the annual audit. Reconciles all banking products. Insures accuracy of the general ledger and member contribution accounts. Uses PC and various other pieces of office equipment.

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS, HOWEVER, THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work is typically performed in an office setting.

THE KENTUCKY RETIREMENT SYSTEMS DOES NOT DISCRIMINATE ON THE BASIS OF RACE, ETHNIC ORIGIN, COLOR, CREED, RELIGION, GENDER, SEXUAL ORIENTATION, AGE, DISABILITY OR POLITICAL AFFILIATION. THIS DOCUMENT IS AVAILABLE IN ANY ACCESSIBLE FORMAT UPON REQUEST TO THE HUMAN RESOURCES DIVISION: KENTUCKY RETIREMENT SYSTEMS.